



CITY OF BEREA

DEPARTMENT OF CODES AND PLANNING

STEVEN CONNELLY
MAYOR

212 CHESTNUT STREET • BEREA, KENTUCKY 40403
(859) 986-8528 • FAX (859) 986-7657

DALE VANWINKLE
CODES ADMINISTRATOR

Memo

To: Engineers, Surveyors, and Developers

Fr: Dale VanWinkle, Codes Administrator

Re: Development Plan changes in process

Dt: October 23, 2014

The Planning Commission and the City Council recently approved a change to the *Land Management and Development Ordinance* that would put more of the development plan approval process into the hands of the staff of the Codes Department. I have enclosed the amended section, that was approved, with this letter so that you will know the process and who will be in charge of the review and development. The goal is to attempt to streamline the process and not necessarily cut the review and approval time. It is possible that the time schedule will be reduced, but it will be based on the fact of whether the engineer, the surveyor, or the developer submits a development plan that meets all of the guidelines and is ready to be approved. Once the development plan is submitted, the Code's office will check for all items that are needed to be submitted including the following:

- Site plan.
- Erosion control plan.
- Storm water best management practices for MS4 water quality.
- Storm water design, including detention design, pipes, pipe sizes, slopes, elevations, calculations, etc.
- A legal address must be on the plan from 911 when submitted.
- A minimum floor elevation must be shown for the structure.
- Utility connections from source to structure.
- Landscape plan or Screening plan (if applicable.)
- Development Notes.

Development Plan Changes (cont')

- Site statistics.
- Adjacent property owners.
- Parking Lot design.
- Street designs, if new streets or upgrades are involved, including horizontal and vertical alignments, curve data both H&V, typical sections, roadway slopes, pavement designs, etc.
- Existing and proposed contours and proposed spot elevations.
- Sidewalks, both public and interior to the development.
- All certificates shall be placed on the plan. Please see the checklists, included along with this letter, from the various review members.

If the minimum requirements are on the plan, the plan will be mailed to all of the reviewers that are on the Development Plan Review team including the City Engineer, Utility agencies, 911 coordinator, Police Department, Fire Department, Street Department, City Surveyor, and others as required. After about a week and a half of review time, a meeting will be held by the review team along with the developer and engineer. The deficiencies will be shared with the engineer and developer at that time. If there are questions, comments, or other issues that come up at the meeting, they will be discussed and worked out.

If there are variances or waivers that are being requested on the development plan those items would need to seek approval from the Planning Commission at the next scheduled meeting. They cannot be approved by the staff, but must receive approval from the Planning Commission. Once all items have been addressed by the Development Plan Review staff and the Codes department has received written approval from the various members of the review team, the plat can then be approved at a final meeting of the review team. It may be possible for you to receive signatures at that time if everything has been completed and meets the checklist of each individual review member.

After approval, a building permit can be issued for the site work to begin. No work shall begin until the development plan has been approved and signed off by the Codes Department. During the building process the development plan must be followed. If there are amendments or items that need to be changed they must receive approval through the Codes Department, who in turn will contact the appropriate review member to see if the change is appropriate.

When the project nears completion, and there is a request to begin the process of final inspections on the project, the review team will be requested to look at each item that they are responsible for and to submit written notice to the Codes Department stating that items are either okay or have deficiencies that would then be submitted to the developer. Part of the

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Development Plan Changes (cont')

process of receiving a final inspection is that the requirement of as-built drawings be submitted to the Codes office before a certificate of occupancy can be issued. **Section 401.3.7** of the *Land Management and Development Ordinance* outlines the process of *as-built drawings*. If the development plan is adhered to and there are no changes, then the original development plan can be submitted and certified by the engineer on record, and that would be the *as-built drawings*. If there are changes during the development that were submitted and approved, then the plan must be amended to reflect those changes. This includes anything in the ground or above ground.

If you have any questions or need some additional information please call me at 859-302-3029 or email me at dvanwinkle@bereaky.gov.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dale VanWinkle". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dale VanWinkle

Codes Administrator

City of Berea, KY

859-986-8528 (w)

858-302-3029 (c)

dvanwinkle@bereaky.gov

401.3 DEVELOPMENT PLAN REQUIREMENTS

1. As referenced in KRS 100.203 (2), the Planning Commission may require a development plan in conjunction with a proposal to amend the Official Zoning Map. The development plan must be approved before the proposal to amend the Official Zoning Map will be acted upon. Where agreed upon, this development plan shall be followed.
2. A development plan is required for all multi-family residential, commercial, and industrial development projects. The following development plans shall be reviewed by staff and the staff may approve same if all requirements noted in the Land Use and Development Ordinance are met:
 - a) All multi-family developments from three (3) to twenty five (25) units located on one tract of land.
 - b) All commercial developments with structures totaling up to 39,999 square feet either singular or cumulative on one tract of land.
 - c) All industrial developments with structures totaling up to 99,999 square feet either singular or cumulative on one tract of land.
3. The Planning Commission shall be involved in the approval process in the following developments:
 - a) Any of the above-listed development plans not approved by the staff.
 - b) All multi-family developments with greater than twenty five (25) units that are located on one tract of land.
 - c) All commercial developments with structures 40,000 square feet or greater, either singular or cumulative on one tract of land.
 - d) All industrial developments with structures 100,000 square feet or greater, either singular or cumulative on one tract of land.
4. An application shall be submitted as part of any development plan, and shall be made on a form provided by the Codes Administrator. The application shall contain the following information:
 - a) The name, address, and telephone number of the owner of all land within the building site (and developer, if different from owner).

- b) If the developer is not the owner, a notarized affidavit signed by the owner shall be submitted stating that the owner authorizes the developer to act on his behalf, and that the owner agrees to abide by any restriction or condition placed on the development plan;
 - c) A legal description of the entire area to be developed;
 - d) Copies of any documents pertinent to the development of the property, including deed restrictive covenants, easements, or encroachment permits;
 - e) A brief concise description of the proposed usage of the property, including the anticipated number of employees or families, types of products produced or sold, services rendered, or any other related activities.
- 5. The development plan shall be drawn to scale and bearing the seal and signature of an architect, engineer, or land surveyor (as appropriate) of the Commonwealth of Kentucky.
 - a) The boundary lines of the building sites and all lots or parcels which comprise the building site;
 - b) The area of the building site in square footage or acreage;
 - c) The type, location, and size of all utility and right-of-way easements which shall be labeled as existing or proposed;
 - d) The deed book or plat cabinet reference numbers for all deeds or easements together with a copy of the deed;
 - e) All existing and proposed final contours with benchmarks and the source of the contours.
 - f) All existing natural features such as trees, sinkholes, streams, creeks, or other bodies of water
 - g) The sizes and locations of all proposed or existing site improvements, including but not limited to:
 - Off-street parking and loading areas
 - Buffer strips and open spaces
 - Service roads, fire lanes, and sidewalks
 - Vehicle entrance and access locations and dimensions
 - Paved areas and curb cuts
 - Fire hydrants and Fire Department connections
 - Landscaping
 - Guardrails, fences, or hedges
 - Signs
 - Exterior lighting

- Electric, water, and gas meters
- Trash collection areas
- Sidewalks, pedestrian ways, bikeways, and trails
- h) Provisions for drainage of all surface water as required in Appendix D in the Land Use and Development Ordinance and soil erosion control measures based on state accepted standards and MS4 best management practices.
- i) All existing and proposed structures, and their proposed uses.

On site or off-site improvements that are appropriate to promote the purposes in Section 202 and 400 of this Land Development Ordinance.

6. Development Plan Review Procedures:

Review - Upon receipt of a development plan prepared in accordance with the provisions above, the Codes Administrator shall immediately forward copies to the appropriate City officials and the Technical Advisory Committee which shall review the development plan for compliance with any applicable codes, ordinances, or standards.

All Development plans shall include but not be limited to the items found in the "Codes Administrator's Review Items" and "Development Plan land Surveyor's Review" found in Appendix G.

7. Finalization, As-Builts, and Reports

The reviewing agencies shall review the plan for compliance with the standards, codes, or ordinances which they are responsible for administering, and report to the Codes Administrator within the time frame recommendations provided for in the Department of Codes and Planning calendar.

8. Unless a development plan has been approved, only one (1) principal building may be erected on any lot or parcel of record in a R-3, B-1, B-2, PSF, INS, P-1, I-1, I-2 zone. Temporary structures are permitted during construction only.

Upon completion of the development plan requirements for a development and prior to the issuance of a certificate of occupancy, an as-built plan shall be submitted to the Codes office for review and compliance. Any substantive changes shall require the approval of the original approving authority. An inspection shall be conducted by the Codes department prior to certificates of occupancy.

Any requests for variances or waivers of any section or requirement of the Land Management and Development Ordinance shall be brought before the Berea Planning Commission for consideration of approval. The request shall be presented at the next meeting of the Planning Commission where business will be conducted.

The Codes Administrator shall submit a report to the Planning Commission at each business session about development plans that have been submitted and the current status of the development plans. This report shall be a time line description from submission to completion.



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DALE VANWINKLE
CODES ADMINISTRATOR

CODES STAFF SITE DEVELOPMENT PLAN REVIEW

Plan Title _____ Submitted Date _____

Owner Name _____

Address _____

OK NOT OK

REVIEW ITEMS

☐ ☐ 1. Title block with title, date, engineer, land surveyor. _____

☐ ☐ 2. Owner's name, address, and location of development. _____

☐ ☐ 3. Street address. _____

☐ ☐ 4. Lot numbers on plan. _____

☐ ☐ 5. Purpose for which site is dedicated and any reservations. _____

☐ ☐ 6. Minimum building setback lines _____

☐ ☐ 7. Location of structures existing and proposed. _____

☐ ☐ 8. Any existing man made or natural conditions _____

OK NOT OK

REVIEW ITEMS CONTINUED

-
- [] [] 9. Dimensions and square footage of all buildings existing and proposed. _____

- [] [] 10. Parking, show existing and proposed. _____

- [] [] 11. Fire Hydrant locations _____
- [] [] 12. Adjacent property owners and source of titles. _____
- [] [] 13. Site statistics including but not limited to zoning, lot sq. footage, proposed
structure sq. footage, lot coverage percentage, and density. _____

- [] [] 14. Screening Plan _____
- [] [] 15. Signs _____
- [] [] 16. Development Notes _____
- [] [] 17. Landscaping Plan _____
- [] [] 18. Engineer and Surveyor Certification _____
- [] [] 19. Owner Certification _____
- [] [] 20. City Engineer certificate _____
- [] [] 21. Utility Certificates; Water, Electric, Phone, Cable, Gas _____
- [] [] 22. Planning Commission certificate _____
- [] [] 23. City Surveyor Certificate _____
- [] [] 24. Construction Route _____
- [] [] 25. Application and fees paid _____
- [] [] 26. Solid waste service _____
- [] [] 27. Sidewalks _____
- [] [] 28. Bike Trails and Shared use paths _____

OK NOT OK

REVIEW ITEMS CONTINUED

[] [] 29. Floodplain _____

[] [] 30. Other _____

Deficiency List

REVIEWED BY: _____

DATE _____

DEVELOPMENT PLAN

(November 21, 2004 version)

CITY LAND SURVEYOR REVIEW ITEMS

Plan Title _____

Plan Date _____

PLS Name & No _____

Date Submitted _____

Owner Name _____

Review Date _____

1. Scale of 100 feet to 1 inch or larger _____
2. Graphic Scale _____
3. North arrow with bearing basis _____
4. Vicinity sketch at a scale of 2000 feet to 1 inch _____
5. Boundary referenced to corner of parent tract; durable physical feature or control network _____
- ~~6. Tract boundary lines labeled as required by KY minimum standards _____~~
7. Source of title supported by submitted deeds _____
8. Location & description of monuments _____
9. Existing contours at an interval of not greater than 5 feet with statement of source _____
10. Benchmark location & elevation _____
11. Location of all existing site improvements, buildings and other structures. _____
12. Site statistics including acreage and current land use classification (zone) _____
13. Street address of lot(s) as designated by the Madison County 911 office _____
14. Adjoining Properties
a. Owner(s) Name(s) _____
b. Record Sources _____
15. Other _____

Dale VanWinkle

From: Frank Pruitt <fpruitt@cdpengineers.com>
Sent: Tuesday, October 21, 2014 2:25 PM
To: Dale VanWinkle
Subject: Development plan checklist - engineering review

Good afternoon Dale,

Bulleted below are the minimum plan features and details, etc., that I would like to see regarding development plans for the first review.

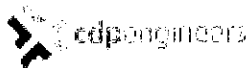
- Drainage designs – inlet types, elevations, pipe sizes & materials, , pipe slopes etc.
- Drainage calculations – detention checklist and all other applicable calculations
- Roadway designs – horizontal and vertical alignments with stationing, horizontal and vertical curve data, typical sections, roadway slopes, pavement designs, etc.
- Specific details – entrances, curb & gutter, pavement sections, sidewalks, structures, stormwater structures, detention pond cross section, reference numbers to certified standard drawings (City of Berea, LFUCG, KYTC, etc.)
- Existing and proposed contours, proposed spot elevations
- Dimensions – parking space length & width, entrance widths, traffic lanes, sidewalks, etc.

Would like to state again that these are the minimum features that need to be on/included with the first submittal. Depending on the development, site conditions, etc., additional data may be required after the first review.

If you have any questions, feel free to give me a call.

Thanks!

Frank Pruitt, PE > Project Manager



3250 blazer parkway lexington ky 40509
T 859.264.7500 F 859.264.7501
www.cdpengineers.com

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Detention Pond Design Checklist¹

Total drainage area into pond (acres)² _____

Drainage Coefficient/Curve Number (pre develop) _____

Drainage Coefficient/Curve Number (post develop) _____

Pre Development Runoff

2 year / 1 hour Q (cfs) = _____

10 year / 24 hour Q (cfs) = _____

100 year / 1 hour Q (cfs) = _____

Post Development Runoff

2 year / 1 hour Q (cfs) = _____

10 year / 24 hour (cfs) Q = _____

100 year / 1 hour Q (cfs) = _____

Pond Routing

Outflow

2 year / 1 hour Q = _____

10 year / 24 hour Q = _____

100 year / 1 hour Q = _____

Elevations

Top of dam elevation _____

Water surface elevation 2 yr _____ 10 yr _____ 100 yr _____

Emergency spillway elevation _____

100 yr / 24 hour storm water surface elevation _____

1 - This checklist to be accompanied by supporting drainage calculations and data

2 - To include area outside of the development property if applicable

Detention Pond Post Construction Checklist

Development: _____

Location: _____

Date & Time: _____

Inspector: _____

Item	Comments
I. Pond Volume and Pipe/Structure inverts **	
1. Inverts verified with submitted survey data	
2. Volume verified with submitted survey data	
II. Embankment and Emergency Spillway	
1. Vegetation and ground cover adequate	
2. Embankment erosion	
3. Animal burrows	
4. Unauthorized planting	
5. Cracking, bulging, or sliding of dam	
6. Emergency Spillway	
7. Seeps/leaks on downstream face	
8. Slope protection or riprap failure	
III. Outlet Structure and Principal Spillway	
1. Pipe Material	
2. Low flow orifice obstructed/clear	
3. Weir Grate/Opening obstructed/clear	
4. Outlet structure condition - cracks, corrosion, etc.	
5. Silt in outlet structure or pipes	
6. Pipe(s) condition	
7. Outfall channel condition	
IIII. Miscellaneous Comments	

** An "as built" plan sheet with sufficient survey data annotated shall be submitted for volume and invert verifications.

Berea Municipal Utilities

Development Plan Checklist

- **Load Data Sheet:** For Electric Needs
- **Elevation Level:** Rim Elevation of Two Adjacent Manholes
- **Transformers or Poles** (that they're going to feed off)
- **Backflow Prevention:** The Cross Connection/Backflow Section of Environmental Compliance works to assure that these devices are correctly installed and properly functioning with periodic inspections and testing, submitted to BMU.
- **Grease Traps:** Crock pots, warmer, coffee machines, George Foreman grill, a 3-compartment sink, prep table, salad bar, hand sink, 1 refrigerator, 1 freezer and 1 mop sink. These are the things BMU needs to know if you have. Default requires 1,000 gallon underground grease separator tied only to kitchen plumbing, no domestic waste.